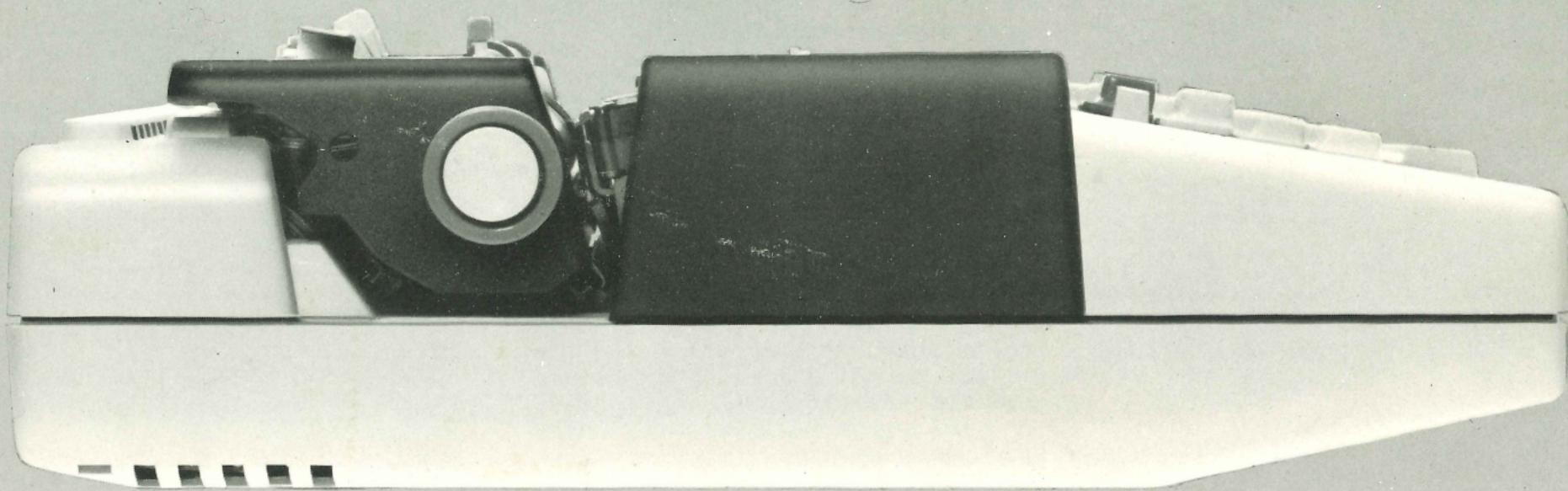
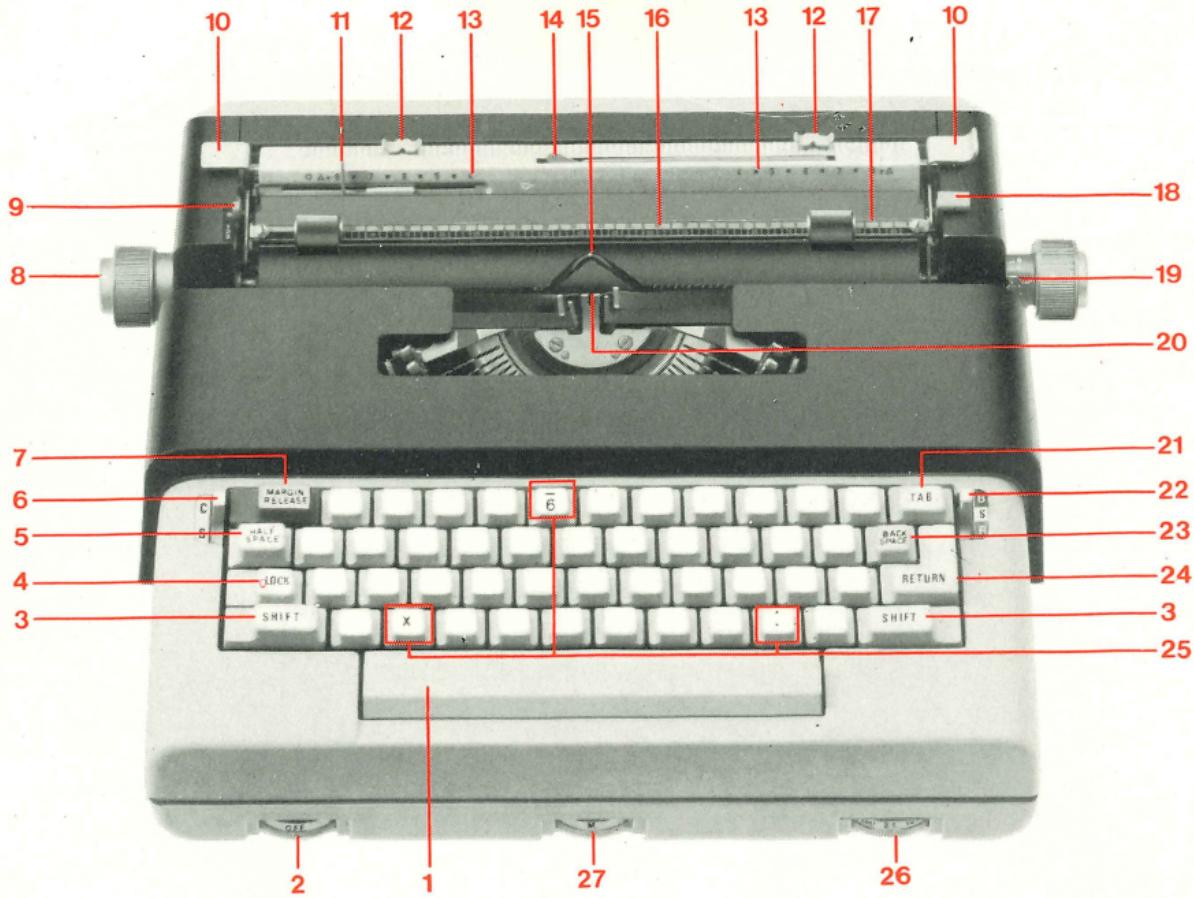


# Olivetti Lettera 36

portable electric typewriter





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### **Keyboard and margin release key (7)**

Depress this key to reactivate the keyboard and to type outside the margins.

### **Lateral paper guide (11)**

The lateral paper guide allows you to mark the position of the page on the carriage so that subsequent pages may be inserted in the same position. To use, move the guide so that it is flush with the left edge of the page.

### **Paper centering scales (13)**

For smooth and even paper feed, utilize the equally divided scale at the back of the carriage. Slide the paper along the paper table until each edge matches corresponding numbers. Move the lateral paper guide to the left-hand reading, and insert paper. For standard 8½ inch width paper, set the guide at the triangle.

### **4 position line spacing (9)**

- 0 memory line finder
- 1 single spacing
- 2 1½ spacing
- 3 double spacing

the 2 space setting is excellent for envelope addressing and rough drafts.

### **Memory line finder (9)**

When you are making error corrections, the memory line finder temporarily disengages your writing line enabling you to restore your original spacing later. To use:

1. Move line spacing lever to "O" position
2. Roll paper back to make erasure
3. Then align copy and reset line spacing lever to standard spacing
4. Touch platen knob to be certain writing line is stationary and type your correction

The memory line finder is ideal for use in typing pre-ruled forms that do not correspond to typewriter spacing.

### **Variable line spacer button (8)**

To disengage your writing line permanently, push in the variable line spacer button, located on the left platen knob, and turn the platen. Standard line spacing will be resumed from the point at which the variable line spacer is released. It is used for making additions or corrections on previously typed copies, or for positioning preruled forms.

### **3 position ribbon selector (22)**

- B is for using the black or blue portion of the ribbon.
- S is for typing stencils — the ribbon will not lift.
- R is for using the red portion of the ribbon.

### **Impression control dial (26)**

The impression control dial regulates the force of impression to compensate for the number of copies being typed. For regular typing, copy setting 1-2 is recommended. For darker impressions, when typing multiple carbon copies, you may choose copy settings 2-3 or copy setting 3-4.

### **Page-end indicator (19)**

The page-end indicator will show you the exact number of inches you have remaining to the bottom of a page.

To use the indicator for an 8½, 11 or 13 inch length of paper, follow these steps:

1. Center and insert paper.
2. Align the top edge of the paper with the top edges of the aligning scale to the right of the card holder (15).
3. Push the fluted portion of the right hand platen knob in and turn until the number corresponding to your paper length is directly opposite the mark on the carriage end cover.
4. Release knob and begin typing at preferred location.

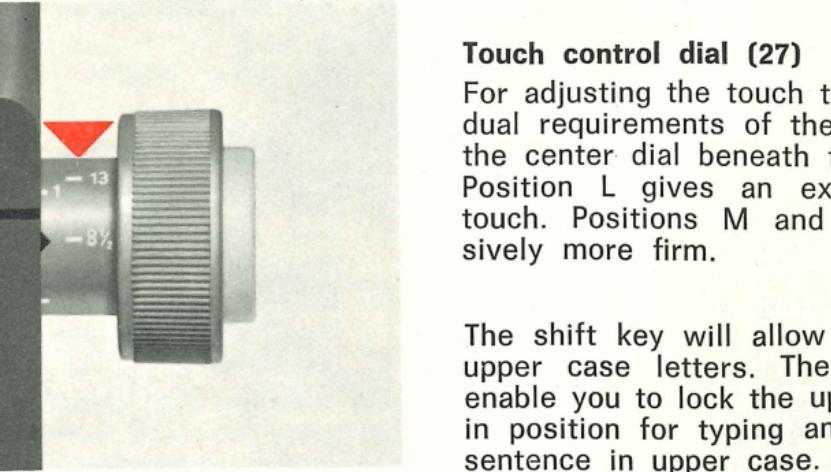
When you are halfway down the page, the indicator will show the number of inches to the bottom of the page from 4 to 0 inches in one-half inch increments.

To use the indicator for paper of indeterminate length, follow these steps:

1. Center and insert paper.
2. Align bottom edge of paper with top horizontal edge of lateral paper guide (11).

3. Push the fluted knob in and position the broad line, found directly above the 8½" inch number, opposite the mark on the carriage end cover.
4. Return paper to desired location and begin typing.

The page-end indicator will work in the same way as previously stated.



### **Touch control dial (27)**

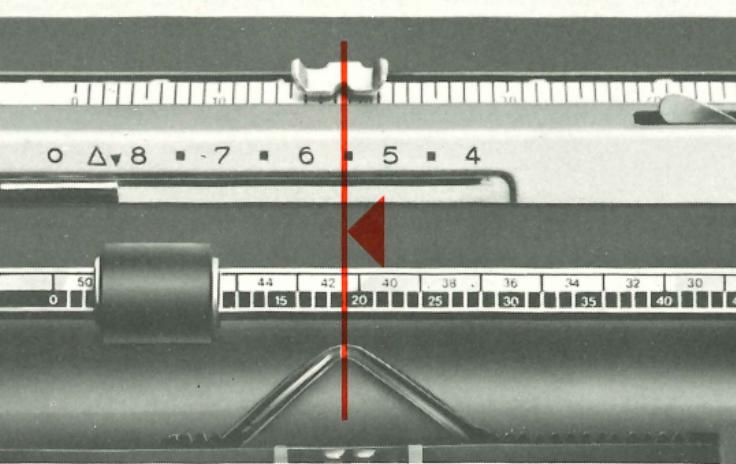
For adjusting the touch to suit the individual requirements of the operator rotate the center dial beneath the keyboard.

Position L gives an exceptionally light touch. Positions M and F are progressively more firm.

The shift key will allow you to shift to upper case letters. The shift lock will enable you to lock the upper case letters in position for typing an entire word or sentence in upper case.

### **Margin setting**

Begin by moving the left-hand margin stop to the extreme left and the right-hand margin stop to the extreme right. To set the left-hand margin, turn the machine on and move the carriage until the type guide (20) is immediately below the point at which you wish to begin typing. Depress and slide the right-hand margin set (12) to the left until it comes to a halt. Your margins are now set and the warning bell will ring five spaces from the right margin when typing.

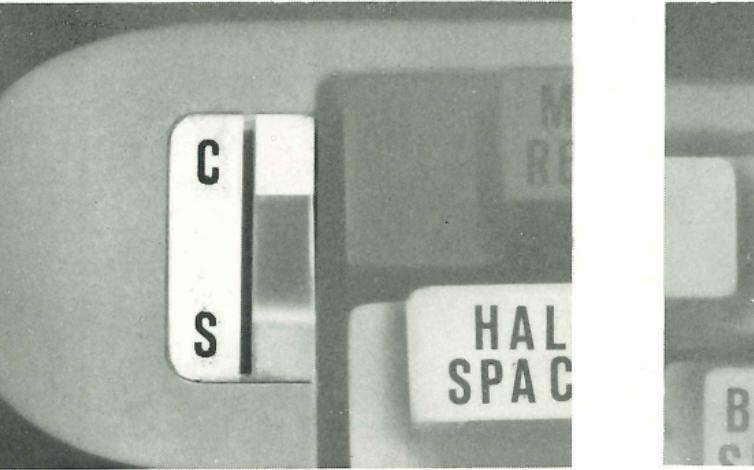


### **Automatic paragraph indentation**

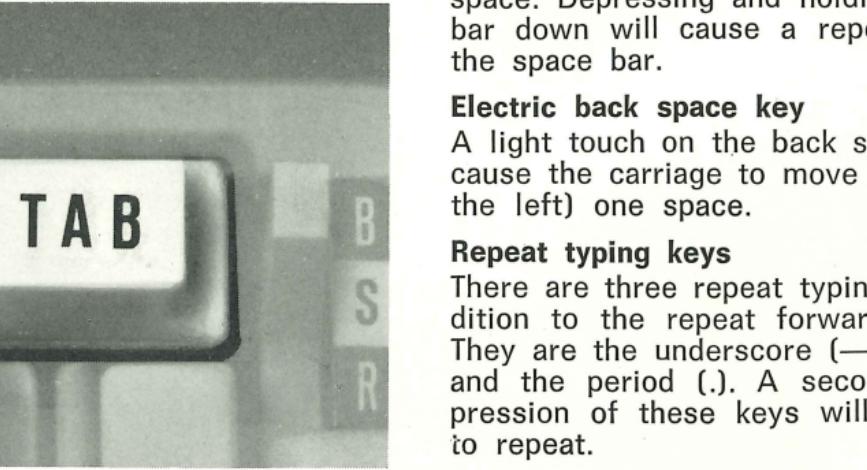
To automatically indent a paragraph a set number of spaces in from the left margin, press and hold down the keyboard and margin release key (7) as you depress the carriage return key (24). This must be done each time you want to indent a line.

### **Tabulation**

The tabulator makes it easy to type columns of words or figures by stopping the carriage at the beginning of each column. Set (and subsequently clear) the tabulator stops with the tabulator set and clear lever (6) by moving it in the direction of the C. You can then control the carriage movement from column to column with the tab (21) key. To set tabulator stops—first clear all existing stops by moving the tabulator set and clear



lever (6) forward (in the direction of the C) while returning the carriage along its full length. Now move the carriage to the position in which you want the first letter (or digit) of the first column of numbers. Move the tabulator set and clear lever in the direction of the S. Follow the same procedure to set tabulator stops for any additional column. To tabulate, once the tabulator stops have been set, and you have begun typing, depress and hold down the tab key (21) until



### **Repeat spacing bar**

A light touch on the forward space bar (1) will cause the carriage to move one space. Depressing and holding the space bar down will cause a repeat action of the space bar.

### **Electric back space key**

A light touch on the back space key will cause the carriage to move backward (to the left) one space.

### **Repeat typing keys**

There are three repeat typing keys in addition to the repeat forward space bar. They are the underscore (—), the x (x), and the period (.). A second stage depression of these keys will cause them to repeat.

the carriage is brought into position for typing the first letter of the column. To clear a single stop, bring the carriage to the stop you wish to clear by depressing and holding down the tab key. When the carriage has reached the tab stop, move the tabulator set and clear lever in the direction of the C and release.

### **Automatic title centering**

No backspacing, dividing or guessing when you want to center a title on the Lettera 36. Everything is done automatically when you follow these instructions:

1. Center and insert paper with carriage at normal left hand margin.
2. Depress keyboard and margin release key (7) and carriage return key (24) at the same time. You should now be at the zero (0) position on the lower scale in the paper bail (16).
3. Spell out the title on the space bar. Make certain you touch the space bar once for every letter and for every space.
4. Read the number on the upper scale (16) (if it is between two numbers, take the higher number to the left).
5. Move the carriage to the same number on the lower scale (16).
6. Type the title.....  
Centered Perfectly

### **Half space key (5)**

Why retype the page? Use the half space key either to add a letter that has been

omitted or to delete an unwanted letter. To add a letter, you must take a half space from both sides of the word to be corrected, for example, «HALF» in the exercise below. Practice doing this as follows:

1. Return the carriage and type (in Capital Letters)

THE HALF SPACE

2. Suppose you meant to write «WHOLE». Instead of erasing, the full line as you would normally do, return the carriage and type on the next line

THE SPACE

3. Return to the beginning of line number two and touch the space bar (1) three times. You should be directly to the right of the letter «E» in «THE»

4. Depress and hold the half space key (5), type the letter «W». Release the half space key. Depress and hold the half space key, type the letter «H». Release the half space key. Repeat the process for «O», «L» and «E».

### **THE WHOLE SPACE**

To delete a letter, leave one and half spaces on each side of the word being changed. Practice by changing «WHOLE» back to «HALF» as in the example below:



1. Return to the margin and type (in Capital Letters)

THE WHOLE SPACE

2. Don't erase. Return and type on the next line

## THE SPACE

3. Return to the beginning of line number two and touch the space bar three times. You should be directly to the right of «E» in the word «THE».
4. Touch the space bar once.
5. Depress and hold the half space key, type the letter «H». Release the half space key. Repeat the process for «A», «L» and «F».

## THE HALF SPACE

### Vertical half space

The Lettera 36 is provided with vertical half spacing on the platen knob.

This feature is especially convenient for typing off-line copy. For example, to type  $H_2O$  or  $x^2+y^2=Z$ , turn the platen knob one click either up or down from the original writing line to type the exponents or subscripts.

If you are spacing manually, click the platen knob twice to equal one line space.

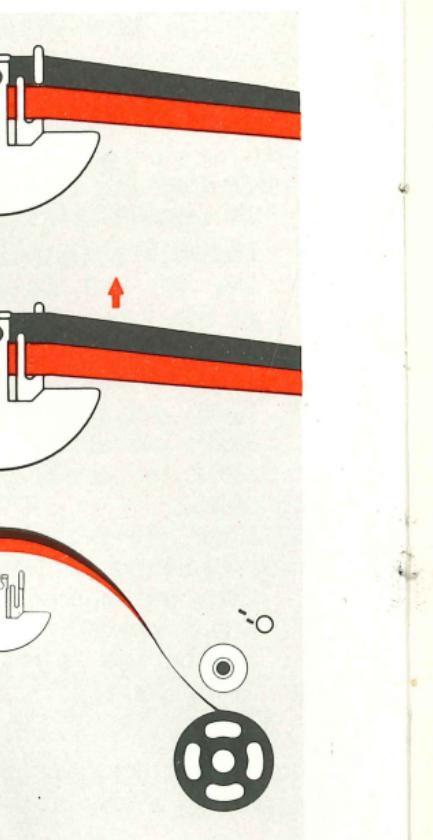
### Under the cover

#### Ribbon Change.

Lift and pull the swing-open top cover toward you. Wind the ribbon on to one of the spools.

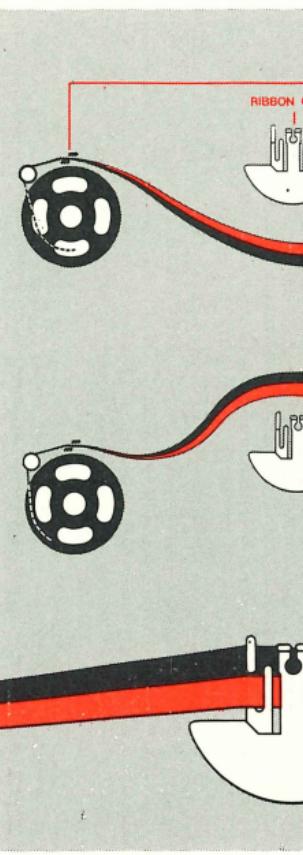
#### To remove the ribbon:

1. Release the ribbon from the ribbon lift arms by sliding it down and placing it behind the ribbon guide.
2. Unscrew the two milled nuts on the spools. Lift the ribbon out from behind the ribbon guide.
3. Remove both ribbon spools by pulling them both upwards. Keep the empty spool and discard the ribbon and its other spool.



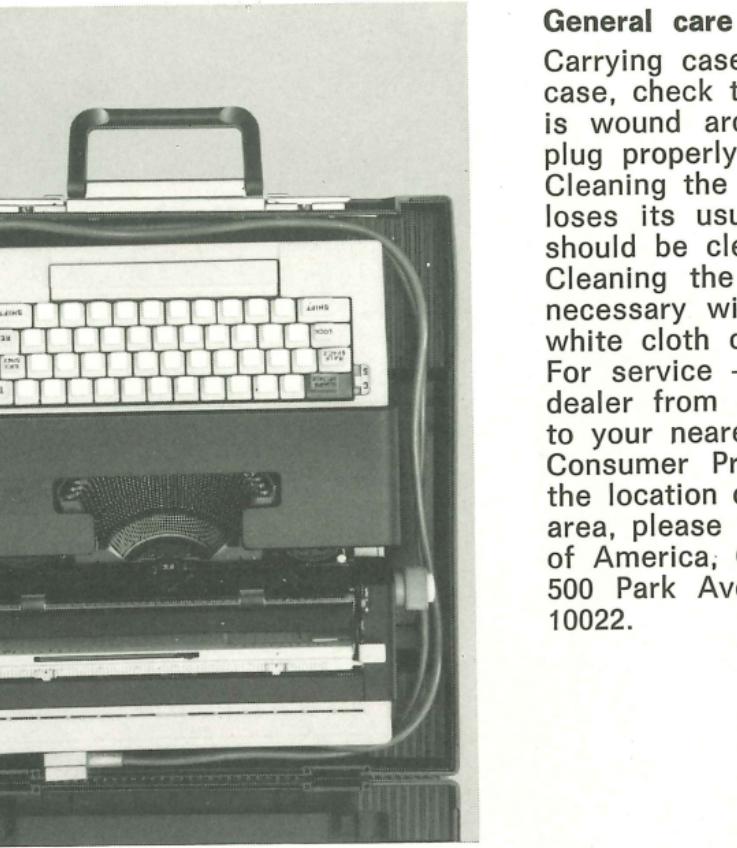
### To replace the ribbon:

1. Attach the new ribbon to the empty spool and wind the ribbon until the metal eyelet, about 6" from the end, is covered by the ribbon.
2. Place both ribbon spools on spool holders, making certain that the lower half of the ribbon is the red part, put the milled nuts back on the spools and tighten them.
3. Place the ribbon in the slots of the ribbon reverse arms.
4. Place the ribbon behind the ribbon guide.
5. Slide the ribbon down and place it in front of the ribbon lift arms, making certain it rests on the hooked seating. Return the swing-open top cover to its closed position and you are ready to type.



### **Insertion into carrying case**

When placing the typewriter into its carrying case, detach the electric cord from the machine. With the machine in place in the carrying case, wind the cord around the machine, as shown in the picture, being certain to place the plug along side the machine where additional space has been provided.



### **General care and maintenance**

**Carrying case** — In closing the carrying case, check to see that the electric cord is wound around the machine with the plug properly positioned.

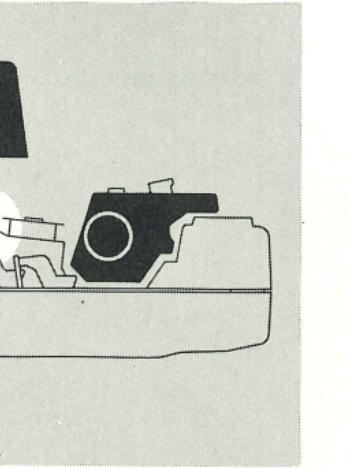
**Cleaning the letters** — If your typescript loses its usual crispness, the typefaces should be cleaned.

**Cleaning the platen (cylinder)** — When necessary wipe the platen with a clean white cloth dipped in alcohol.

**For service** — Take the machine to the dealer from whom it was purchased, or to your nearest Olivetti branch office, or Consumer Products Service Center. For the location of the service center in your area, please write to Olivetti Corporation of America, Consumer Products Division, 500 Park Avenue, New York, New York 10022.

### **Serial number location**

The serial number is located on the upper portion of the frame on the right side of the machine. To read it, move the top cover forward and turn the machine so the right side faces you.



**olivetti**

Olivetti Corporation of America, 500 Park Avenue, New York, N. Y. 10022